

- JOB TITLE:** SCHOOL BUSINESS MANAGER
- REPORTS TO:** CFO, Tenax Schools Trust
- SUPERVISES:** SUPPORT STAFF WITHIN THE DESIGNATED SCHOOL AS REQUIRED
- WORKING TIMES:** 25 hours per week, term-time only plus additional days as required during school holidays (likely to be 2 weeks). Ideally 9.30am – 2.30pm Mon – Fri but negotiable and to be mutually agreed with Headteacher
- SALARY:** FTE £30,000 - £35,000 depending on experience
- START DATE:** 2 September 2019

**JOB PURPOSE:**

To provide management of the operational business of the designated school(s) within the Trust to ensure best possible use of resources and best outcomes for pupils. Reporting to Tenax CFO, and working closely with the Headteacher, school staff and central Tenax colleagues to enable effective operational and strategic decision making. The role encompasses overseeing all aspects of the school's finances and administration as well as personnel management, site management and contracts management.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

Financial Control and Management

- Work with the Headteacher, CFO and relevant senior leaders to develop a strategic plan for the staff and resources of the school
- Maintain an overview of the management of all financial issues within the school
- Keep the CFO and the Headteacher up to date with the latest financial position and provide filtered briefings
- Ensure the financial sustainability of the school and present financial data at meetings, as and when required
- Advise the CFO and the Headteacher on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the school, and on strategic matters
- Uphold good governance and ethical behaviour including proper accounting practices and effective financial control systems
- Manage and oversee the preparation and submission of all financial returns

HR & Payroll

- Manage all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with Tenax procedures, including absence, annual leave, timesheets and processing and authorising payroll forms
- Maintain supply teacher and cover contracts and contacts as required

- Deal with all staff recruitment in liaison with the Headteacher ensuring that fair and legal recruitment practices are in place
- Manage all DBS checks
- Support the strategic recruitment plan within school ensuring that staffing decisions are factored into the relevant budget and forecast, and the school has a staffing structure that meets financial consideration
- Ensure a co-ordinated approach on HR and payroll matters. Liaise with the school's payroll and HR Director as necessary
- Reconcile the payroll information on a monthly basis against budgeted costs and deal with any discrepancies through liaison with the school's payroll provider

### Leadership and Management

- Contribute to the Trust's culture and development by:
  - Ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
  - Attend leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant
- Share good financial practice across the school and Trust
- Be an active and visible member of school's community

### Premises Management

- Develop a long-term site plan with the Headteacher and Site Manager to ensure the site is maintained and developed
- Ensure that the site meets all Health and Safety requirements and act as co-ordinator for health and safety within the school
- Secure external grants to support the development of the site
- Manage afterschool lettings to ensure the site is used efficiently and is providing an income stream to cover costs
- Act as a line manager to the school caretaker, to address health & safety issues and complete risk assessments
- Co-ordinate and supervise on-site contractors to ensure the smooth operation of maintenance work on the school site; and maintain annual records
- Manage Cleaning, Refuse, Grounds Maintenance, Catering and other premise related contracts to ensure value for money and that the school is maintained to a high standard
- Implement the school's lettings policy and negotiate best possible fees with hirers, in order to generate maximum income for the school and ensure that school security requirements are met

### Office administration

- Act as line manager to the School Office team
- Support the Headteacher in a consultative capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making.
- Oversee all administrative records and the School Information Management System to ensure current and up to date information on staff, students and budgets is accessible and accurate.

### Other

- Perform other ad hoc duties and assignments as may be determined by the Headteacher and the CFO
- Partake in relevant training and development as required by the Headteacher and CFO

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

All staff are expected to be committed to the ethos of the Trust in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the Staff Handbook.

Your role is expected to be largely based at the school, however you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tenax Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the CFO. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

## Person Specification

### School Business Manager

Requirement	Essential or Desirable?
<b>General Requirements</b>	
Good general education	Essential
Good ICT skill	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
<b>Post Specific Requirements</b>	
Line Management Experience	Desirable
Substantial experience in financial management	Essential
Good working knowledge of IT packages & finance systems	Essential
Accounting or School Business Management qualification	Desirable
Experience in managing school premises	Desirable
Experience with income generation strategies	Desirable
Experience with working with payroll systems	Desirable
1 years working knowledge working within Academies	Desirable